

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Associate Head of School
Lowell High School**

The Lowell Public Schools (LPS) is one of the largest and most diverse districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. Lowell High School is one of the largest high schools in the state, currently serving approximately 3,000 students. Lowell High School is looking for a passionate and committed leader to join our team who wants to help us reach our vision of realizing the Portrait of a Graduate, achieving our school-wide goals, and assisting in our turnaround efforts. The ideal candidate believes and understands the importance of our district's core beliefs which define a high-quality education as a fundamental civil right of every child in Lowell Public Schools.

The Associate Head of School is a leadership position, reaching across all levels of the school, 9-12, across all curricula disciplines, and across all programmatic offerings. This position works in partnership with the various constituent groups within the school to provide leadership, to measure, implement, and oversee all aspects of teaching and learning.

The ideal candidate will be a team player who has a warm collaborative nature, positive energy, a sense of humor, and is a consensus builder who possesses:

- Excellent skills in communication and technology, including outstanding writing and public speaking skills
- Experience serving in urban schools, with diverse populations
- A deep commitment to the regular evaluation of curriculum, academic programming, and faculty growth and accountability with an eye towards vertical, horizontal, and cross-discipline alignment, relevant and intentional student experiences, and evidence-based teaching and learning
- Experienced with high school secondary reform and turnaround, early college, high school pathways, and other post-secondary initiatives.
- Commitment to personal academic and leadership growth and skill development.

Responsibilities:

- Maintains congruence between the School's mission and all programming
- Supervises curriculum integrity, alignment, and articulation across all school programs and grade levels
- Serves as the academic advisor to the Head of School (HOS) as it pertains to curriculum, academic programming, high school reform, and post-secondary planning and personnel
- Meets regularly with all administrators as a group and individually
- Supports best practices in curriculum and pedagogy, based on current research on teaching and learning
- Serves as the director and coordinator of faculty professional development and faculty growth and renewal
- Leads develop and manages meetings, task forces, and all levels of the administrative teams as they pertain to the mission of the school
- Acts as an educational catalyst for best institutional and educational practices

- Work with student groups in defining and achieving the overall objectives and effectiveness of the total school program, including but not limited to the Student Advisory Council
- Co-manages and co-leads the effective implementation of school turnaround initiatives
- Develops and recommends policies for LHS and advises on their applicability District-wide
- Reviews and advises Head of School on disciplinary matters and investigations related to teachers and administrators; investigates matters as directed by Head of School, labor counsel, or Chief Operating Officer, or Superintendent.
- Serves as advisor to Head of School, Chief Operating Officer, HR personnel, and Superintendent on labor negotiations and union relations within Lowell High School.
- Other duties as assigned by the Head of School

Competencies:

- Commitment to diversity, equity, and inclusion
- Self-assured and confident public speaker
- Exceptional attention to detail
- Believes in restorative practices and has a positive growth mindset
- Creative thinker and problem solver
- Effectively uses technology as a tool for teaching and learning
- Superior organization, prioritization, and self-motivation skills
- Keen understanding of student needs across levels
- Calculated risk-taker, not paralyzed by challenges or failure
- Excellent communication, listening, and negotiation skills
- Knowledge of collective bargaining processes

Specialized Skills, Knowledge, and Expectations:

- High level of fluency and comfort with ASPEN
- Demonstrated understanding of other instructional technology tools including standard office suite packages like Microsoft Office, Google Educational Apps, and multimedia creation tools and digital media and its application to learning
- An active participant who seeks presentation and leadership opportunities in professional organizations outside of LHS/LPS.
- Experience with the NEASC Accreditation process and 2020 Standards for Accreditation.
- Able to analyze data to increase student achievement
- Bilingual/Bicultural preferred
- 5 plus years of teaching experience and experience as a school leader, preferably in an urban setting
- Assistant Principal and Principal licensure required

REPORTS TO:	Head of School
SALARY RANGE:	\$120,000.00-\$130,000.00
BUILDING ASSIGNMENT:	Lowell High School
WORK YEAR:	12-Month position, Unaffiliated

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Director of Parent/Family Leadership Institute
Office of Equity and Empowerment**

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university
- Minimum of five (5) years relevant experience
- Working knowledge of Aspen, Filemaker Pro, Microsoft Office
- Exceptional interpersonal skills and the ability to communicate effectively with diverse stakeholders
- Proven ability to effectively design and deliver goal-oriented adult learning experiences
- Demonstrated commitment to racial and educational equity
- Experience working in a diverse cultural and linguistic setting.
- Strong data analysis skills
- Ability to develop initiatives and oversee the development of short-term and long-term plans that support strategic objectives.
- Strong interpersonal, verbal, and written communication skills with attention to detail
- Ability to work flexible hours including some nights and weekends

QUALIFICATIONS - PREFERRED:

- Master's Degree from an accredited college or university
- Experience developing curriculum and working in or with Lowell Public Schools
- Demonstrated success working with teachers and administrators as a professional development provider, team leader, and/or facilitator.
- Proficiency in a high incident language of the district (Spanish, Khmer, Portuguese)

PERFORMANCE RESPONSIBILITIES:

Under the direction and supervision of the Chief Equity and Engagement Officer, The Family Leadership Institute Director develops and facilitates training, communication and partnerships between families, staff, and the broader community. The Director focuses on providing parents/guardians - as adult learners - with opportunities for acquiring knowledge, skills and understanding in how to advocate for and participate in the educational decision-making for their child(ren). The Director will work closely with family councils, school site councils, school leadership and teachers in establishing and maintaining partnerships with families as well as family organizations. The Family Institute Director will report directly to the Chief Equity and Engagement Officer.

Committed to the vision of 1) eliminating the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) providing equitable funding and resources among the district's diverse schools and 3) engaging families with courtesy, dignity, respect and cultural understanding, this position will act as an agent of change who will promote Culturally and Linguistically Sustaining Practices (CLSP) across the district with a focus on schools and classrooms.

Specific Responsibilities:

- 1) Manage Family and Community Learning Program to offer high-quality adult basic education classes and programs (English and multi-lingual programming) geared toward eliminating the achievement and opportunity gaps across the district
- 2) Coordinates and/or implements the parent/family learning opportunities and staff professional development
- 3) Designs, implements, evaluates and reports on adult learning experiences that build internal capacity and meet site-specific needs relating to the parent/family engagement
- 4) Work closely with parent organizations, schools, central offices, community partners and district consultants to support implementation of a cohesive district-wide strategy centered on parent/family engagement

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Director of Parent/Family Leadership Institute
Office of Equity and Empowerment**

- 5) Reviews, researches, prepares and disseminates information pertaining to trends in parent/family engagement practices and curriculum development
- 6) Design learning management system to house parent/family learning opportunities
- 7) Recruit, training and manage evening facilitators to support family education classes
- 8) Coordinate the scheduling of facilities for family education sessions, workshops
- 9) Track family attendance, participation and growth and provide regular updates on the impact of the program on the participants, students, the school, and the community.
- 10) Monitor the quality of the program through quantitative and qualitative measures
- 11) Establish, maintain, and sustain partnerships with community members and community organizations that provide services and supports for families
- 12) Create, strengthen and implement systems to collect feedback from families and community members
- 13) Assist with social media, e-newsletter articles, flyers, and attendance of partner events to share information of the PTI across the state.

<u>REPORTS TO:</u>	Chief Equity and Engagement Officer
<u>SALARY RANGE:</u>	\$110,000 to \$120,000
<u>WORK YEAR:</u>	Non-Affiliated 12 Month position 227 Days

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Coordinator of Culturally and Linguistically Sustaining Practices
Office of Equity and Empowerment**

QUALIFICATIONS:

- Master's Degree from an accredited college or university
- Minimum of five (5) years relevant experience
- Working knowledge of Aspen, Filemaker Pro, Microsoft Office, Google Suite
- An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS
- Working knowledge of various local and state assessment instruments
- Exceptional interpersonal skills and the ability to communicate effectively with diverse stakeholders
- Experience working in a diverse cultural and linguistic setting
- Proven ability to effectively design and deliver goal-oriented adult learning experiences, with a preference for those oriented to cultural proficiency
- Demonstrated commitment to racial and educational equity
- Track record of raising expectations for historically marginalized students
- Strong data analysis skills

QUALIFICATIONS - PREFERRED:

- Experience and demonstrated expertise as a classroom teacher
- Experience developing curriculum and working in or with Lowell Public Schools
- Demonstrated success working with teachers and administrators as a professional development provider, team leader, and/or facilitator
- Proficiency in a high incidence language of the district (Spanish, Khmer, Portuguese)

PERFORMANCE RESPONSIBILITIES:

Under the direction and supervision of the Chief Equity and Engagement Officer, directs the District's professional development around the Culturally and Linguistically Sustaining Practices framework principles such as creating a welcoming and affirming environment, setting high expectations for students, collaborating and building partnerships with families, and integrating equitable practices across all areas of the district, including hiring, finance and school assignment, etc.

Committed to the vision of 1) eliminating the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) providing equitable funding and resources among the district's diverse schools and 3) engaging families with courtesy, dignity, respect and cultural understanding, this position will act as an agent of change who will promote Culturally and Linguistically Sustaining Practices (CLSP) across the district with a focus on schools and classrooms.

The intent behind the CLSP coordinator role is to close opportunity and achievement gaps, promote restorative and healing practices, support the strengthening of positive, affirming, respectful learning and work spaces for students, staff, families and communities using principles adopted within the district's CLSP framework. The majority of the CLSP coordinator's time will be planning and delivering professional development sessions and evaluating progress with staff and other coaches.

Specific Responsibilities:

- 1) Serves as leader in matters relating to Culturally and Linguistically Sustaining Practices, including principles of equity, inclusion and diversity
- 2) Coordinates and implements staff professional development

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Coordinator of Culturally and Linguistically Sustaining Practices
Office of Equity and Empowerment**

- 3) Designs, implements, evaluates and reports on adult learning experiences that both build internal capacity and meet site-specific needs relating to the CLSP framework
- 4) Works closely with central office, schools, partners, community and student groups and district consultants to support implementation of a cohesive district-wide strategy centered on CLSP
- 5) Advances awareness and capacity to lead CLSP throughout the district, which includes identifying individuals in the district who can become CLSP coaches and equity champions in schools
- 6) Works cross functionally with other departments responsible for providing professional learning to align CLSP principles across school and district-led PD
- 7) Reviews, researches, prepares and disseminates information pertaining to trends in CLSP practices, curriculum development, and discipline
- 8) Analyzes reports, interprets student performance data and makes recommendations for instructional improvement to the Chief Equity and Engagement Officer, Chief Academic Officer and Chief Schools Officer
- 9) Collaborates with the Teaching and Learning office on the process of textbook and curriculum review, evaluation, selection and adoption
- 10) Advances the principles of equity and cultural and linguistic relevance through supporting the operationalization of the Culturally and Linguistically Sustaining Practices framework
- 11) Monitors the district's racism and bias-based offenses protocol and supports the resolution of individual matters in addition to identifying and planning solutions for trends that emerge across the district or within a sub-set of schools
- 12) Assesses cultural and linguistic proficiency needs across schools and departments
- 13) Designs learning management system around the Culturally and Linguistically responsive continuum and development of system to issue professional learning
- 14) Uses existing data regarding school-level practices, to assess cultural proficiency needs at individual schools and departments, and collaborate with the data office to establish new data collection needs to support the monitoring and tracking of cultural proficiency needs at schools
- 15) Continues and furthers the measures of CLSP (school walkthroughs, observation protocols, coaching) both with district staff and district consultants

<u>REPORTS TO:</u>	Chief Equity and Engagement Officer
<u>SALARY RANGE:</u>	\$110,000 to \$120,000
<u>WORK YEAR:</u>	LSAA, 12 Month position 227 Days

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

Parent/Family Advocate
Office of Educational Equity and Community Empowerment

QUALIFICATIONS:

1. Must have a High School Diploma or equivalent in the USA.
2. Must have dissemination skills for printing newsletters and other publications.
3. Must have good organizational skills.
4. Must be willing to work flexible hours and attend some evening or weekend meetings as needed.
5. Experience in the use technology and the use of Office Word/Excel/Publisher – 60 college credit hours, Bachelor's Degree preferred
6. Ability to work positively with other parents and district personnel
7. Ability to take initiative in coordinating and organizing activities and events
8. Ability to accurately collect, organize and maintain data and information for reports
9. Must have a valid driver's license

PERFORMANCE RESPONSIBILITIES:

This employee acts as a source of information and referral, aids in answering individuals' questions, and assists in the resolution of concerns and issues. The advocate serves as a resource to parents in and as an informal neutral facilitator for problem solving, assisting parents in learning how to resolve issues themselves, and fostering positive working relationships between the school community and District staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

- 1) Serve as the first phone and in-person contact for families at the Central Office
- 2) Serve as a resource for parents and the public to communicate education-related concerns. Provide information and assistance regarding District academic and non-academic rules, regulations, and procedures
- 3) Advocates for fairness, equity, inclusion, consistency, and positive working relationships between parents, teachers, students, administrators and community partners
- 4) Assist stakeholders to identify the appropriate school or department to which they should address their issues
- 5) Facilitate dialogue between home and school as a means of resolving concerns
- 6) Research and identify best practices and approaches to proactively address and prevent potential conflict situations
- 7) Provide one-on-one and group supports to effect positive relationships between District staff, parents, students and the community.
- 8) Prepare and distribute information about complaint and appeals processes
- 9) Receive, intake and document initial concerns
- 10) Identify recurring issues or patterns of complaints that would benefit from change in training, policy, and/or regulations and present corresponding recommendations for changes

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS**

**Parent/Family Advocate
Office of Educational Equity and Community Empowerment**

- 11) Participate in the development of district and departmental policies to ensure fair and equitable delivery of district services
- 12) Support the development and distribution of a variety of multilingual communication tools, brochures, and related communications which ensure that underserved and non-English speaking constituents are afforded equal access and understanding of their rights and procedures when navigating the District assistance and complaint processes
- 13) Ensure confidentiality of information received and gathered in compliance with board policies, state and federal laws concerning complaint investigation and resolution
- 14) Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Techniques and principles of high-quality customer service.
- District culture, policies, procedures, organizational structure.
- Ethnic, racial and cultural diversity of the Lowell Public Schools community.
- Analytical, problem-solving and decision-making methodologies.

Ability to:

- Work through and manage conflict, deal with controversy and handle sensitive information and data with confidentiality.
- Build trust and communicate effectively with racially and culturally diverse communities.
- Ensure equal access to underserved and non-English speakers to navigate District complaint processes.
- Analyze processes and problems, identify opportunities for improvement and follow through on changes.
- Deliver a high-level of customer service to district stakeholders.
- Work independently under minimal supervision.
- Work collaboratively with a variety of people and establish effective relationships with families, schools and community members

Education and Training:

- A Bachelor's degree in Education, Psychology, Sociology, Conflict/Dispute Resolution, Education, Human Resources,
- Experience working in a K-12 school district or public agency is preferred.
- Bilingual/bi-literate skills in a language other than English are highly desirable.
- A high school diploma may be considered with commensurate professional experience

REPORTS TO: Chief Equity and Engagement Officer

SALARY RANGE: \$38,000-\$48,000

WORKYEAR: 12-Month position, 227 Days

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

Data Inquiry Facilitator
Office of Teaching & Learning

Data Inquiry Facilitator

QUALIFICATIONS:

- Master's degree in Education or a related field, preferred
- Licensure valid for service as a teacher in the Commonwealth of Massachusetts
- Minimum 3 to 5 years of collective experience with a combination: classroom teaching, facilitating adult learning, and/or work in related field
- Background in facilitating adult learning specifically related to data literacy
- Experience teaching in an urban public school
- Leadership/coaching experience, preferred
- Experience working across multiple teams of sites
- Familiarity with the Data Wise Improvement Process, preferred

PERFORMANCE RESPONSIBILITIES:

Inquiry is a scaffolded process that guides teams of educators to examine and adjust instruction to understand how teaching impacts student learning. In each data cycle, teachers analyze student learning data, examine instructional practice, generate hypotheses for how instruction impacts student learning, implement changes in classrooms, and gather evidence to gauge improvement in student learning and teacher practice.

Inquiry Facilitators, as a member of the LPS Department of Research and Accountability (DRA), work day-to-day to support teachers and principals in a cohort of schools. School support is differentiated based on instructional priorities and intensity of student need, providing the most support to schools with the greatest student need. The Inquiry Facilitator offers a range of support including year-long intensive coaching partnerships, periodic coaching consultation, and professional learning sessions. Inquiry Facilitators are pivotal to the development of high-functioning teams that model and lead evidence-based school improvement.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

Data Inquiry Facilitator
Office of Teaching & Learning

Specific Responsibilities:

Scale Data Inquiry District-Wide:

- Support ongoing expansion of data inquiry. Help improve the consistency of collaborative data inquiry practice across the district and build shared language and understanding of data inquiry.
- Create protocols, agendas, templates, and data trackers to assist teacher teams in analyzing and gathering evidence relevant to the focus of their inquiry.
- Serve as an advocate and champion of inquiry by spreading best practices, identifying opportunities for alignment and collaboration with other district initiatives, and modelling a relentless focus on evidence.

Coach Teacher Leaders and Principals

- Provide one-on-one coaching to principals and teacher leaders. Coaching should empower these leaders to guide their teams through data cycles, demonstrate effective meeting facilitation, build trust, manage conflict, and model responsible data use.
- Engage in key coaching practices such as provoking reflection through feedback, co-developing team meeting agendas, debriefing inquiry meetings, observing instruction together, analyzing recent assessment data, and developing action plans.

Provide Liaison Support

- Act as a DRA department representative, working to respond to data and coaching needs throughout a network of schools. Respond to both immediate and longer-term requests for analysis and synthesize key takeaways in a succinct format such as a memo, slide deck, or data visualization.
- Contribute to a cross-functional team to prioritize and differentiate school support based on school performance.

Deliver Effective Professional Development

- Facilitate adult learning through inquiry by setting clear expectations for collaboration, creating structures for actionable feedback and honest reflection, functioning as an objective process observer, and consolidating team thinking.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

Data Inquiry Facilitator
Office of Teaching & Learning

- Design and facilitate professional development opportunities throughout the year for principals and teacher leaders who lead teams of educators through data cycles.

Build Internal Team Capacity

- Contribute to a strong team culture within the Department of Research and Accountability by facilitating highly-effective team meetings, engaging in peer coaching, participating in team-wide reciprocal feedback, and collaboratively creating new structures and resources for schools.
- Become an expert in responsible data use and how to leverage LPS data systems and assessments.

Support SIMS and EPMIS Reporting

REPORTS TO: Director of Research & Accountability; Building Principal

SALARY RANGE: \$80,000 to \$90,000

AFFILIATION: Non-affiliated

WORK YEAR: 10-month position

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS**

**Coordinator of Research and Accountability
Office of Teaching & Learning**

QUALIFICATIONS:

- preferred, Master's Degree with specialization related to assessment, evaluation and research or related fields
- Bachelor's degree
- Five or more years of successful leadership, administrative experience leading, supervising or managing; preference given to leading and managing comprehensive assessment and evaluation systems, or;
- Five or more years of administrative experience or an equivalent combination of education and experience.

PERFORMANCE RESPONSIBILITIES:

The Coordinator of Research and Accountability will be responsible for the execution of a performance management system for schools and the district including development and dissemination of all achievement related data related to the mission of Lowell Public Schools. This position will play a critical role in supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This administrator will assist in providing data analytics and executing testing activities including all District summative and formative assessments. This administrator will also lead the implementation of the District's use of performance data across multiple platforms to enhance the use of student achievement to inform instructional planning and decision making.

Specific Responsibilities:

1. Assist in providing leadership for the development of a district wide performance management system including: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluating, and budgeting
2. Lead the timely reporting and streamlining of District data
3. Ensure District systems function appropriate so that schools have access to key data analytics
4. Collaborate with school leaders by providing key support and development to schools in the form of data/information and training
5. Direct and oversee all formative testing systems
6. Prepare district and school level report analyses for all state tests and assessment data
7. Oversee research with both internal and external partners
8. Provide leadership and oversight in school placement and central registrars
9. Serve as key liaison to DESE for all achievement data
10. Ability to establish and maintain effective working relations with a diverse population
11. Perform other duties assigned by the Chief Schools Officer

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

**Coordinator of Research and Accountability
Office of Teaching & Learning**

MAJOR ACCOUNTABILITIES:

Provide assistance, support and technical implementation to the Director in leading and providing strategic direction on the following key activities:

A. Performance Reporting

- District level achievement reports for all schools
- Access to formative and summative assessment data

B. Assessment

- Data analysis
- Test administration – state and formative
- State reporting of achievement data

C. Research and Evaluation

- Complete internal and support external research requests for data
- Complete program evaluation for key instructional district initiatives

D. Data Management

- Develop and manage a data governance process across central office

REPORTS TO: Director of Research and Accountability

SALARY RANGE: LSAA Pay scale

WORK YEAR: 12 month position, 213 days

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS**

**School Climate and Engagement Specialist
Office of Teaching & Learning**

QUALIFICATIONS:

1. Bachelor's degree in the areas of Education, Social Work, or Human Development. Master's degree preferred.
2. Three to five years direct service with youth, social work, teaching or related experience
3. Expertise in the areas of Restorative Justice, community partnerships, social-emotional learning and school discipline in an urban setting preferred
4. Ability to establish and maintain effective working relationships with a diverse population

PERFORMANCE RESPONSIBILITIES:

Lowell Public Schools is looking for a dynamic individual who is passionate about working with youth, families, and communities through whole-child systems of support. The School Climate and Engagement Specialist will be on the front lines launching LPS programming, supporting school partnerships, and building proactive relationships with students, teachers, administrative staff, and community organizations. This position is a program developer, a facilitator of student groups and relationships, coordinator of community partnership supports, and a facilitator of school climate and culture building systems.

This position works with multiple stakeholders including students, family members, school staff, and community partners to facilitate a collaborative community school model to improve school climate and address non-academic needs of students and families. This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) work with family liaisons to engage families with courtesy, dignity, respect and cultural understanding.

The job of School Climate and Engagement Specialist will work directly with students and stakeholders to address social emotional and behavioral challenges with a student-centered, restorative approach. They will collaborate with school-based staff to support schools in creating positive climates for students, teachers, and staff; liaise with community partners to connect students and families with wraparound supports, and work with school staff to grow schoolwide systems of positive behavior practices.

This position requires passion and creativity with strong planning, organization, and facilitation skills. The School Climate and Engagement Specialist must be firmly rooted in collaboration, restorative values, passionate about working in a diverse, urban setting, and see themselves as an educator, counselor, and stakeholder liaison, to mobilize and inspire others around the common goal of improved student outcomes.

Specific Responsibilities:

1. Assist in collaborative planning and implementation of wraparound supports, including school climate and culture, and student-centered restorative interventions/processes

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS**

**School Climate and Engagement Specialist
Office of Teaching & Learning**

2. Support school-based staff in building their capacity to implement restorative interventions/positive student interactions
3. Work with building Principal, Chief Schools Officer, Chief Equity Officer, and Chief Academic Officer (Administration) to organize and support school staff and administration in coordinating strategic school climate initiatives rooted in a family and community partnership model-
4. Work with Administration to provide technical assistance to schools around building systems and structures related to wraparound supports, student discipline, and Restorative Justice.
5. Assist schools in the creation/development/implementation of behavior data tracking systems and data analysis.
6. Assist in the development and documentation of best practices in school climate and culture.
7. Assist Administration in providing support to schools around community school programing, social-emotional development, and school climate.
8. Support the development and implementation of professional development for adult stakeholders.
9. Build relationships and collaborate with other youth development organizations and community programs- including physical and mental health, after and summer programming, and college and career connections
10. Complete all organizational documentation and reporting requirements for services, activities, evaluation, and program expenses
11. Support the development of safe youth-centered spaces and a youth leadership council

REPORTS TO: Chief Schools Officer

SALARY RANGE: \$60,000 to \$70,000

WORK YEAR: Non-Affiliated 10-Month position, 3 weeks paid vacation

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Assistant to Director of Facilities
Office of Finance & Operations**

Performance Responsibilities:

Under the direction and supervision of the Director of Facilities, the Assistant to the Facilities Director will provide key assistance in the supervising of all operational services for the Lowell Public Schools, including daily mechanics and strategic projects. The position will assist the Facilities Director by making multiple trips per day to school facilities to document issues, deliver necessities, and to deliver and return equipment and supplies. This position will also assist in monitoring, maintaining, inspecting, documenting, spot checking, and reporting on PPE supplies, filters, equipment, and other necessities within the schools.

Specific Responsibilities:

- Will assist in the daily operations of the Facilities Department, including but not limited to overseeing cleaning supplies & lawn, snow and janitorial equipment and related inventory;
- Will schedule and perform small maintenance procedures to maintain equipment (oil changes, belts, and spark plugs replacement) when possible;
- Will deliver and pickup supplies, included but not limited to school supplies, gas, oil, share pins, trimming line, PPE products, cleaning chemicals, and the delivery of information and materials to the elected officials for signature and review when needed;
- Will open or close schools at various times of the day or night until a replacement custodian can be called in;
- Will oversee the maintenance schedule of the school department's 9 vehicles- including oil changes, stickers, brakes, etc.;
- Will accompany Facilities Director or Area Managers at meetings, job sites or with contracting vendors, when needed;
- Will provide coverage for Area Facility Managers for short periods of time in their absence (sick days, leave, etc);
- Will assist with the needs of staff and administrators;
- Will assist Area Facility Managers and senior custodians with supply orders and equipment needs;
- Will assist custodians at "one employee" schools with small tasks that take less than 1 hour;
- Will work to build good working relations and communications with all senior custodians in the LPS;
- Other responsibilities as assigned by Director of Operations and Facilities and Chief Operating Officer.

QUALIFICATIONS:

- High School Diploma, Bachelor's Degree preferred; but individuals without a Bachelor's degrees with strong, applicable work experience are strongly encouraged to apply.
- Working knowledge of Aspen, Filemaker Pro, Microsoft Office.
- Commitment to racial and educational equity.

- Experience working in a diverse cultural and linguistic setting.
- Strong interpersonal, verbal, and written communication skills with attention to detail.
- Ability to work flexible hours including some nights and weekends.

REPORTS TO: Director of Operations and Facilities & Area Facility Managers
SALARY RANGE: \$47,000 to \$50,000
BUILDING ASSIGNMENT: District-Wide
WORK YEAR: 12-Month position, 3 weeks paid vacation and holidays, Unaffiliated

DRAFT

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Deputy Chief Academic Officer
Office of Teaching and Learning**

QUALIFICATIONS:

- Master's Degree from an accredited college or university
- Licensure valid for service as a 5-8 and/or 9-12 teacher in the Commonwealth of Massachusetts
- Licensure valid for service as a Supervisor/Director or Assistant Superintendent in the Commonwealth of Massachusetts, preferred
- Minimum of five (5) years of teaching experience and three (3) years administrative experience
- An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS
- Working knowledge of various local and state assessment instruments
- Excellent organizational, interpersonal skills, and communication skills (Working knowledge of Aspen, Filemaker Pro, Microsoft Office)
- Demonstrated ability to integrate technology into instruction
- Demonstrate experience with and a strong understanding of standards-based curriculum and instruction;
- Demonstrate an understanding of compliance and classroom instruction for English learners and special education students;
- Successful experience with planning and conducting meetings and facilitation and training methodologies;
- Demonstrate capability to work collaboratively with a variety of stakeholders, such as school district staff, families, youth, community members and other essential partners;
- Demonstrated in-depth knowledge of successful research-based academic strategies, evaluations, theories, techniques, and methods of instruction;
- Demonstrate the ability to develop and implement adult learning activities on the intersections the variables that impact student success, including academics, behavior, bias, etc.
- Comfort with handling multiple projects simultaneously as well as working with rapidly shifting priorities and targets;
- Commitment to self-reflection and on-going learning;
- Experience developing monitoring systems for quality improvement;
- Ability to work independently and in a collaborative team environment;
- Have experience managing a budget and making sound fiscal decisions;
- Experience working with diverse student populations.

PERFORMANCE RESPONSIBILITIES:

Under the direction and supervision of the Chief Academic Officer (CAO), the Deputy Chief Academic Officer (CAO) is charged with supporting quality curriculum and providing instructional guidance, assessments and resources to support instruction that develops literacy, language, and knowledge acquisition across contents and that will be grounded in multi-tiered systems of support, utilizing culturally and linguistically sustaining practices and promoting social emotional learning and physical well-being among the diverse students of Lowell Public Schools.

The Deputy CAO must create a culture of teaching and learning by developing evidence-based guidance and materials, including tools, resources, and curriculum and instruction across content and grade levels. This will be true for all classroom, general education, special education, and English learners. In addition, the Deputy CAO will establish the expectations of high-quality professional learning based on adult learning principles. To achieve these goals, the Deputy CAO will have clear milestones and identified data for monitoring the impact on student performance, as well as teaching and learning. In addition, the

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Deputy Chief Academic Officer
Office of Teaching and Learning**

Deputy CAO will work collaboratively with district leaders to create district-wide systems that ensure all our students have access to high quality instruction.

Specific Responsibilities:

1. Supervise, support, coach, and evaluate staff, and model professional competencies in all interactions as a representative of Lowell Public Schools;
2. Model leadership utilizing effective communication skills that reflects a deep commitment to the educational success and opportunity for all students, problem solving skills and protocols, and leading with inspiring transformation;
3. Work collaboratively with district leaders in creating school-based, student-centered academic strategies;
4. Utilize adult learning and change management strategies in the development of resources, tools, and supports for schools and district staff, including ongoing learning opportunities and utilizing research based and promising practices that exist at the national and local level with a particular lens on culturally, linguistically, and abilities diverse student populations;
5. Lead the development and implementation of tools to assess academic performance;
6. Pilot innovative approaches to personalized learning and scale those that are effective;
7. Work collaboratively in designing measurement frameworks and data collection approaches that would help capture students' academic achievement;
8. Establish positive relationships and seek out additional partnerships to ensure resources are accessed and allocated, as well as to support additional practice priorities can be explored;
9. Requires work outside traditional working hours including nights and weekends.
10. Serves as leader in matters relating to curriculum development, implementation and evaluation
11. Facilitates, implements, and assists with the development of a standards-based curriculum in all content areas
12. Coordinates and implements the staff development professional development
13. Coordinates the instructional program in a manner consistent with the District's goals and objectives
14. Reviews, researches, prepares and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs.
15. Facilitates the development of the content of multiple assessments to align with the District's approved curriculum and academic content standards as directed by the Chief Academic Officer.
16. Analyzes reports and interprets student performance data and makes recommendations for instructional improvement to the Chief Academic Officer
17. Develops, submits, and monitors budgets for the operation of assigned programs and services
18. Coordinate the process of textbook evaluation, selection, and adoption at the secondary level
19. Coordinates the program of ongoing evaluation of curriculum and instruction
20. Works with principals in the continuing evaluation of programs to improve student achievement
21. Supervises, directs, coordinates and/or assists with specially funded programs as assigned by the Chief Academic Officer
22. Meets regularly with the Chief Academic Officer to discuss important issues that might directly affect the District
23. Effectively handles parental complaints with regard to curriculum, instruction and assessments.
24. Visits schools regularly to ensure effective communication
25. Supervises and evaluates assigned certified and classified personnel.

**LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Deputy Chief Academic Officer
Office of Teaching and Learning**

26. Provides timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools to appropriate district office/school personnel
27. Maintains and cultivates the external and internal image of the District, its divisions and its schools
28. Represents the District in community affairs and activities
29. Coordinates School Committee agenda items and motion responses relating to areas of responsibilities submitting items in a timely and appropriate manner to the Chief Academic Officer for final review
30. Attends elementary and secondary school leadership team meetings on an as needed basis
31. Attends School Committee meetings on an as needed basis
32. Attends all principals' meetings and Leadership meeting
33. Establishes and maintains effective working relationships within a diverse population
34. Duties as assigned by the Chief Academic Officer.

REPORTS TO: Chief Academic Officer
SALARY RANGE: \$120,000 to \$130,000
WORK YEAR: Non-Affiliated 12 Month position 227 Days

Draft